



General Minutes 15th August 2022

ATTENDEES

Paul Hardy, Melissa Trapps, Sarah Foreman, Amanda Petersen, Emma Lonsdale, Laura Seefeld, Jenny Ridgeway, Jono Coombes, Catalina Forero, Mel Bemrose, Simone Rizzuto, Trish McCombie, Kirstin Wrightson, Nic Jones, Melissa Bemrose, Theresa Preston, Derek Mascarenhas, Zoe Ritch, Stacey Arona, Kathy Westwood

Apologies:, Mark McGoldrick, Michael Maher, Marije Kleinsmann, Jacqui D'Agostino, Fiona Simmat, Dee Larsen, Adam Baker, Amy Hatch, Alana Shepherd

AGENDA

1. Welcome / Open
2. Previous Minutes
3. Correspondence
4. School Library Presentation - Kathy Westwood
5. Reports
 - a. Treasurer
 - b. Sub-Committee: Canteen
 - c. Sub-Committee: Uniform
 - d. Sub-Committee: Band
 - e. Sub-Committee: Traffic & Safety
 - f. Sub-Committee: Working Bee
 - g. Sub-Committee: Fundraising
 - h. Sub-Committee: Communications
6. Principal Update (Simone Rizzuto)
7. Other Business
8. Next Meeting

1. WELCOME

PAUL HARDY

- Meeting opened at WHPS at 7.03pm with Acknowledgment of Country

2. PREVIOUS MINUTES

PAUL HARDY

- Review of previous minutes and acceptance by all, accepted by Kirstin Wrightson

3. CORRESPONDENCE

PAUL & AMANDA PETERSEN

- Request to re-advertise Science Club
- Paul forwarded email regarding Second Hand Charity opportunities to Uniform Committee
- Amanda forwarded P&C Insurance Renewal to Treasurer

4. SCHOOL LIBRARY

KATHY WESTWOOD

- Great presentation from our school Librarian Kathy Westwood
- Provided overview of the aim of library services, which is ultimately to develop and nurture a lifelong love of reading for pleasure for our children
 - Develop independence in caring for, searching for and obtaining library items
 - Explore and discuss quality children literature to increase vocabulary, visual literacy, figurative language
 - Expose children to a range of age appropriate text
 - Share opinions and recommendations about read books
 - Link to the Stage English focus in classrooms
 - Typical library sessions is 40mins/week, returning borrowed books, literature focus, follow up activity, browse and borrow
- Book Week celebrates Book of the Year Awards and includes Author visits
- Huge thank you to everyone who contributed to the Book Fair. Raised >\$3,000 for the library
- Library Monitor Program (Year 5+6) and Opening of Library during lunch is back and popular since beginning Term 3. (Tue K-2, Thu 3-6)

5A. TREASURERAMANDA PETERSEN ON BEHALF
MICHAEL

- Bank Balances 15th August
 - Band \$9,866
 - Canteen \$34,120
 - General \$51,395
 - Online Saver \$66,091
 - Uniform \$13,613
 - TOTAL \$175,085
- Need to transfer shade cloth funds
- Confirmed need to organise annual Audit (30 days prior to AGM) as we near end of year and in preparation for AGM
- AGM scheduled for 24th October, anyone interested in committee position to please reach out

5B. CANTEENAMANDA PETERSEN ON BEHALF OF
JACQUI D'AGOSTINO

- Noting that there seems to be an increase in children forgetting their lunches. Canteen will continue to provide sandwiches and ensure no child is hungry, more for awareness.
- Need to book in the regular pest control for the canteen. Michael to provide details of the previous supplier.
- Tracey and Eva have sourced a 'healthier' ice block option as a birthday treat menu item. They are still working on pricing but we should have something to introduce Term 4.
- Confirming Oven has been fixed. Need a full audit of equipment and then raise money towards replacing anything required.
- Managing volunteers is becoming harder and we need more help.
 - Current communication process involves too many people and not great use of everyone's time.
 - Last minute call outs do work well to generate volunteers but it is becoming too time consuming and stressful.
 - We will be organising to go back to the old process where each class will be allocated one week per term to organise volunteers. We are going to give this a trial run and see if that works better. The main days are Thursday/Friday and we require volunteers. (Of course if a class struggles to get volunteers then we can always put a call out and people would still be able to sign up anytime) To start Term 4.
- If Canteen can have authority to post on Facebook directly, that would be helpful. Amanda to discuss with Marije.
- General callout for anyone to join and help the Canteen sub-committee.

5c. UNIFORM

STACEY ARONA

- The current bank balance is \$15,345.15.
- We are well stocked, no big back-orders. We will have the new school bags ready for kindergarten orientation.

5d. BAND

EMMA LONSDALE

- \$8,000 outstanding fees.
- Following up the Creative Voucher process but not straightforward, look to land for 2023.
- Parent volunteers required.
- Term 4 will see the beginning of new recruitments to the Band.
- Sub-committee to send through request for Contract process to Paul & Michael.

5e. TRAFFIC & SAFETY

DEREK MASCARENHAS

- Confirmed that signage on Veteran Parade was removed by council intentionally due to volume of signs in area but Derek to follow up
- Letter for Traffic & Safety community meeting being drafted

5f. WORKING BEE

KIRSTIN WRIGHTSON

- Amazing presentation of draft master plan for landscaping include Chicken Coup and Vegetable Patch presented
- Next Steps include understanding material list (potential call out to community for discount/donations), costings, school approvals, consider maintenance and calling for ideas on how kids to contribute and make this an ongoing learning space and experience.

5g. FUNDRAISING

SARAH FOREMAN AND MELISSA TRAPPS

Movie Night rescheduled for 16th September

School Disco

- 420 kids attended
- Approx \$2700 profit made

Father's Day

- Tuesday 30th August
- So far 280 tickets have been sold. Heavily skewed to later session

- Only 13/30 volunteer spots filled. 4 first session / 9 second. Really need help from P&C! Sarah away so support appreciated.
- Set up session happening Monday night before
- Made at Luke's doing brekkie wraps
- Scotty's (hopefully) doing muffins and vouchers
- Jolly Socks gift per child
- Coffee van sponsored by Belle again
- Need confirmation of which bands are playing?

Trivia Night

- DY RSL 22nd October booked
- Theme revealed, "Fantasy and Fairytales"
- Tickets \$60 (includes welcome drink, 2 food platters per table)(2019 ticket \$45) on sale this week. 10 people per table, bookings per table preferred.
- Sponsorship proposal went out in the newsletter, this is the focus for now. Already had interest for photo booth and table sponsors.
- Need silent auction items please!

5H. COMMUNICATIONS

No formal update

- No formal update

6. PRINCIPAL UPDATE

SIMONE RIZZUTO

- Safety of children and staff is paramount and we have installed an electronic gate at Veteran Parade.
- Home reader book audit underway to ensure resources are up to date and appropriate for the school.
- A new assistant principal position is available, 3 days a week, applications close upcoming Wednesday.
- Thank you for supporting Education Week - huge success.
- Community survey has closed with 47 people responding from the newsletter call out. Results will be shared in the next Newsletter.
- Reminder that if any parents have questions regarding their children, teachers are available 1:1 so please reach out.

8. OTHER BUSINESS

ALL

- AGM planned for 24th October, calling for P&C committee positions to be filled.
- Trish McCombie provided an update on initiatives announced by the Department including suggestions of lesson planning to be developed centrally, workload

initiatives and reduced communications to teachers. Request for P&C to distribute a report on impacts of teacher shortage once Trish sends through.

- Meeting closed at 8.24pm
- Next meeting will be Monday 19th September